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C-A OPERATIONS PROCEDURES MANUAL

ATTACHMENT

2.27.a Operations Acceptance Of New Equipment/Systems Checklist

C-A OPM Procedures in which this Attachment is used.

2.27		

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
_____	_____	_____	_____
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Approved: _____ [Signature On File](#) _____
Collider-Accelerator Department Chairman Date

P. Sampson

Operations Acceptance of New Equipment/Systems Checklist

System _____

Provider _____

NOTE: MCRGL shall write N/A for items not relevant.

I. Safety

- A. _____ (ESHQDH) A copy of the [C-A OPM ATT. 8.2](#) "Committee Approval Tracking Form" for the system has been attached to this checklist. This form shall include a list of appropriate committees for review of the new system.
- B. The Head of each Committee listed below shall sign, indicating committee approval where appropriate, prior to the systems release.
1. _____ ALARA
 2. _____ Accelerator Systems Safety Review Committee.
 3. _____ Experimental Safety Review Committee.
 4. _____ Radiation Safety Committee.
- C. _____ (MCRGL or DMCRGL) Devices to be locked out for Restricted or Controlled access have been added to the appropriate MCR LOTO Checklist.
- D. _____ (MCRGL or DMCRGL) MCR and CAS personnel have been made aware of changes to the LOTO check off lists.
- E. _____ (CEE) One Line Diagrams have been updated and approved.
- F. _____ (MCRGL or DMCRGL) MCR and CAS personnel have been trained in
G. _____ (CASTS) any new or modified procedures (Safety or Operational)
associated with this system. This includes any procedures mandated by the above mentioned committees.
- G. _____ (MCRGL or DMCRGL) MCR and CAS staff have been familiarized with the operational hardware and software associated with the new system.
- H. _____ (CASTS) Electrical Safety aspects for resets and trouble shooting have been discussed and are understood by CAS personnel.
- I. _____ (MSTS) MCR and CAS personnel have been familiarized with any hazards associated with the cooling water for the system (if appropriate).

II. **Operational**

- A. _____ (Systems Expert) The system has been pre-tested is ready for takeover by Operations.
- B. _____ (CASTS) CAS personnel have been given a tour of the physical layout of the hardware used by the new system.
- C. _____ (CASTS) Location of power supplies shown to CAS personnel.
- D. _____ (CASTS) Instructions on resets and trouble shooting of the power supply have been discussed and understood by CAS Personnel.
- E. _____ (MSTS) CAS personnel have been briefed on the cooling system for the new system.
1. _____ (MSTS) CAS personnel are familiar with methods for securing cooling water for the system.
- F. _____ (CGL) Controls for the equipment has been completed, tested and is ready to hand over to Operations.
1. _____ (CGL) MCR and CAS personnel have been familiarized with any controls associated with the equipment.

III. **System Accepted by Operations**

- A. _____ (MCRGL or DMCRGL)
- B. _____ (CASTS)

MCRGL	Main Control Room Group Leader
DMCRGL	Deputy Main Control Room Group Leader
CGL	Controls Group Leader
MSTS	Mechanical Services Technical Supervisor
CEE	Chief Electrical Engineer for C-A Department
CASTS	Collider-Accelerator Support Technical Supervisor
ESHQDH	ESHQ Division Head